

WIDECOMBE COMMUNITY HALL CIO  
(Charity registration number 1182621)

Minutes of meeting No: 36 of the board of trustees  
of Widecombe Community Hall CIO held at Lizwell Farm  
on Monday 21<sup>st</sup> August at 7:30 pm.

| PRESENT:                | NAME                 | POSITION              |
|-------------------------|----------------------|-----------------------|
|                         | Yvette Elliott (YE)  | Chair                 |
|                         | Chris Mayhead (CM)   | Trustee               |
|                         | Sarah Reeve (SR)     | Secretary             |
|                         | Polly McAfee (PM)    | Vice-Chair            |
|                         | Alan Peake (AP)      | Trustee               |
|                         | Lloyd Mortimore (LM) | Trustee               |
|                         | Chris Elliott (CE)   | Trustee               |
|                         | Iain Russell (IR)    | Trustee               |
|                         |                      |                       |
| IN ATTENDANCE:          |                      |                       |
| APOLOGIES FOR ABSENCE:  | Gail Fursdon (GF)    | Finance Administrator |
| ABSENT WITHOUT APOLOGY: |                      |                       |

#### 1. NOTICE AND QUORUM

- The chairman reported that sufficient notice of the meeting had been duly given and that a quorum was present. The chairman declared that the meeting was open.

#### 2. DECLARATIONS OF INTEREST

- All Trustees as we discuss Trustee remuneration/reimbursement.

#### 3. MINUTES OF LAST MEETING

- The Minutes of the last meeting (24<sup>th</sup> July 2023) were approved and signed.

#### 4. MATTERS ARISING

- **WINTER BALL:** (CM) Booked The Old Inn for February 16<sup>th</sup> 2024. Paid deposit for band 'Go Tell Alice'. **'Save the Date' FB post required (SR)**. 70 people max. £30 per person; £22 for

Old Inn, Band £4 = £30 per head giving us a profit of £4. Ticket price includes a 2 course dinner and coffee plus music. 'Valentines Dinner & Dance' BACS payment required in advance. Book through (CM), or website, (SR) do poster ASAP.

- **WIDECOMBE FAIR** – We will have a marquee with drawings etc on show inside plus stones display. Power supply for marquee or generator TBC (LM). No WiFi. Print out 'Engraved Stones' forms. Tombola. We will have an article in the programme. Should we do a leaflet to hand out – similar to one seen by Lloyd at the Chagford show?. (PM) & (YE) to write blurb (SR) to layout.
- **SAIL FLAGS** (SR)–look in more detail + (CM) has contact.
- **LETTER DROP** – to new Brook Lane residences when houses are occupied – (YE) planned.

## 5. SUB-COMMITTEE UPDATES & NEXT STEPS

### DESIGN:

- **Site Meeting: Meeting with architect** (AK) – useful and he is enthusiastic. Some small changes to layout and go back to planning for details. Some 3D drawings & plans shared at the meeting. (AK) asked us to look at kitchen access and store access. We have made a few changes so will have to go back to planning anyway. (AK) suggested better traffic flow through main hall. New plan has added corridor but there is a problem with toilet access. We would like to keep gender neutral toilets with washbasins inside. Also Pre-School need secure access to a toilet if there were other hall users. Looked at drawings in detail. Much discussion and looked at some 3D modelling. Looked at moving hall outer wall to make roof streamlined and possibly cheaper to build. 3D drawings were extremely useful. Layout of toilet area – ok as was change of hall wall inset – more internal wall. Main hall roof height – must be symmetrical. Decision to go with 2nd design of roof as allows for more solar, better thermal efficiency and simpler shape but lowered slightly. Go back to (AK) for design alterations. Alistair – S.E. having a heart operation soon. (AK is leading things at the moment.
- No spending authorisation needed.

### FUNDRAISING:

- **Update** – No upcoming events whilst getting ready for Widecombe Fair.
- **Widecombe Singers** want to get an engraved stone – other groups might want one too – we should make it known that this is possible. £40 per individual is recommended at the moment, same minimum amount for a group or ask for a donation. (YE) to write to Daf Edwards and maybe to other local groups too. Also individual stones available for group members too and their support in publicising these would be welcomed.
- **Widecombe Fair 12<sup>th</sup> Sept** – Marquee; volunteers needed: Ian R, Alan P, Polly M, Chris M possibly. Quilt Raffle – last ticket sales and then the draw at 4pm over the tannoy.
- **Autumn Event?** – Games or Quiz night? Agreed to wait until January as Autumn is busy.

## 6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £23,243.78
- Instant Savings Account (including July interest: £28.19) – £25,641.57
- Charity Bank (3.6% 1 year fixed) £75,000.00
- United Trust Bank (5% base rate tracker, 120 day notice) £75,000.00
- Petty Cash: £360.23

- PayPal: Zero
- Zettle: Zero

**Total in Bank Accounts: £198,885.40**

- Invoices:
  - a. Sailing club refreshments & equipment
  - b. Quick books and Gsuite regular payments
- Fundraising events:
  - a. Pyramid lunches to date – £715 (increase £285)
  - b. Quilt raffle sales/donations to date £1,554.00 (inc. new sales of £80)
  - c. Supporting Wall stone engraving total to date £1,643.00 (increase of £100)
  - d. Sailing Club concert refreshments profit on the night £388.88Plus further donations and purchase or stock **making a total profit of £455.88**
- Funds:
  - a. Local Fundraising Target at 88.2% – £44,100.17
  - b. Unrestricted funds available: £198,385.40
  - c. Restricted Funds: WPC grant for electricity connection £500
- **Donations/Interest:**
  - a. £10 – regular direct debit
- July bank statement was presented, confirmed and then signed by an officer.

7. A.O.B.

- **Noticeboard is up.** More site work will continue after Widecombe Fair.
- (YE) - Parish Council Meeting on 7<sup>th</sup> September – would like to hear an update from us (CM) volunteered.

8. D.O.N.M

- Monday 2<sup>nd</sup> October 7:30pm, Old Walls/Zoom

9. CLOSE: There was no further business and therefore the Chairman declared that the meeting was closed. 9:22pm

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Chairman

.....  
Date

N.B. **Highlighted Items** = Tasks to be done.